



Mayor's Court Registration & Reporting Workgroup

Meeting Minutes Friday, August 27, 2004

*Ohio Judicial Center, Columbus, Ohio
10:00 A.M. – 2:00 P.M.*

Members Present

Cindy Bitter
Upper Arlington Mayor's Court

Diane Hatcher
The Supreme Court of Ohio

Sally Hiller
Kelleys Island Mayor's Court

John Hopper
The Supreme Court of Ohio

Kathy Kaluger
St. Clairsville Mayor's Court

Susan Link
Worthington Mayor's Court

Linda Lutts
Sharonville Mayor's Court

Michele Naish
Reading Mayor's Court

Mike Schirtzinger
The Supreme Court of Ohio

Karen Sheffer
Magistrate, Baker & Hostetler LLP

Marcia Soos
Shadyside Mayor's Court

Jean Wurzbacher
Peninsula Mayor's Court

Janet Yeager-Swain
Crestline Mayor's Court

Members Absent

June Allison
Yellow Springs Mayor's Court

Mayor Maxine Gilman
West Carrollton Mayor's Court

Mark Ludwig
Village of Peninsula

Joyce Remec
Richfield Mayor's Court

Karen Woodward
Gahanna Mayor's Court

Katherine Unger
Cuyahoga Heights Mayor's Court

Guests Present

Kara Kick
Lexington Mayor's Court

Meredith Pees
Henschen & Associates

Chuck Rupprecht
The Baldwin Group

Harry Endrulas
Innovare Solutions

Bill Udell
GBS

Eric Swinford
S&H Consulting

Approval of Minutes

- Workgroup approved minutes from the 06/18/2004 meeting.

Issues

- **Welcome**
Diane Hatcher welcomed Kara Kick, Lexington Mayor's Court Clerk to the meeting.
- **Changes to Instructions for Preparation of Registration and Reporting Form for Mayor's Courts**
Changes to the instruction packet from the June 18 meeting were distributed. The workgroup reviewed and approved the changes.
- **1st & 2nd Quarter Reporting Update**
Mike Schirtzinger reported as of August 27th there were 328 Mayor's Courts registered. 305 total reports have been received for the first quarter and 265 reports have been received for the second quarter. The percentage for second quarter online reporting is 41 percent. A handout of statewide totals for the first and second quarters was distributed to workgroup members.
- **Goals**
A handout of Ohio Case Numbering - Proposed Amendment to Sup. R 43 was distributed. Diane Hatcher asked the workgroup for their opinion on case numbering becoming mandatory for Mayor's Courts. After discussion was held, it was agreed by the workgroup to use the proposed amendment to case numbering as a best practice for Mayor's Courts and not a requirement.

Diane Hatcher began a discussion on a procedure for mentoring clerks that are having difficulty with the Supreme Court Report. It was decided by the workgroup that if a clerk is requesting assistance the request will go to the representative of their local association.

Diane asked the workgroup for feedback on the development of a Mayor's Court rule for physical case inventory. After brief discussion, it was decided to complete a physical case inventory as a best practice and not make it a Mayor's Court rule.

- **Future Training**

Workgroup members expressed an interest in continuing to encourage clerks to use the online reporting system. This will be accomplished through

communications with the local and state associations, mayor's court update trainings and statistical reporting trainings.

Workgroup members expressed an interest in having representatives present at each of the three statistical report training classes for Mayor's Courts. Listed below are the training classes, locations, dates, and representatives:

Columbus – Monday, November 1st

Cindy Bitter

Karen Woodward

Chillicothe – Friday, November 5th

Linda Lutts

Michele Naish

Richfield – Friday, November 12th

Joyce Remec

Jean Wurzbacher

Mike Schirtzinger displayed the additions made to the Supreme Court website announcing upcoming statistical report training dates, locations and registration for mayor's courts.

There was a discussion about offering separate training sessions for computer and non-computer courts. It was decided that it would be best to keep the training class together instead of splitting the class up.

- **2005 Registration**

Diane Hatcher spoke about 2005 registration and how it would work for courts that report online. When courts log in with their court code and password, they will be given a screen displaying their 2004 registration information and given a checkbox to mark correct. If changes need to be made, they will be able to check another box and make the necessary changes. The 1st quarter report for 2005 will not be accepted before the court re-registers.

- **Compliance Certificate**

Mark Ludwig will discuss this topic at the next meeting.

- **Electronic Submissions**

John Hopper gave a demonstration on web standards from Microsoft. The demonstration can be reviewed at www.microsoft.com/net/basics/webservicesoverview.asp. John stated that a follow-up meeting will be scheduled for the purpose of discussing standards and next steps associated with developing specifications for the electronic submission of quarterly reports. A notice will be sent to vendors and workgroup members notifying them of the meeting date.

Next Meeting

- TBA – Will be after Mayor's Court statistical report form training